

Accounting Assistant - Under general supervision of the Accounting Manager, performs data entry for check requests, refund requests and travel requests. Assists with payroll data entry and general accounting data entry as required. Knowledge of accounts payable practices and procedures. Knowledge of customer service and public relations practices and procedures. Knowledge of computers and related equipment, hardware and software for tracking of accounts payable and receivables. Knowledge of City policies and procedures. Skill in operating a ten-key by touch. Skill in effective oral and written communications. Skill in processing, preparing, and tracking vendor invoices. Skill in resolving customer complaints and concerns. High School Diploma, **and** one (1) year of accounts payable experience; **or** equivalent combination of education and experience. Must pass a pre-employment drug screening, background check, motor vehicle record check and/or post-offer physical exam. **Salary \$13.44/hour + Benefits**
Position subject to close without notice. EOE